



AFRICAN CONSTITUENCY BUREAU
FOR THE GLOBAL FUND

TERMS OF REFERENCE FOR A MEETING RAPPORTEUR

West-Central Africa Constituency Meeting

Type of Services: Rapporteur

Expected Dates: 12-14 December 2023

Venue: Dakar, Senegal

Application Deadline: December 5, 2023, at 12.00 pm Addis Ababa time

1. BACKGROUND INFORMATION

The African Constituency Bureau (ACB) for the Global Fund was established by a resolution of African Health ministers in 2012. The ACB, also known as the Bureau, brings together the two African Constituencies West and Central Africa (WCA) and East and Southern Africa (ESA) represented at the Global Fund (GF) to fight HIV/AIDS, Tuberculosis, and Malaria. The two constituencies represent 47 African countries that are recipients of GF support for HIV, TB, and Malaria control. The Bureau facilitates collaboration across the two constituencies, facilitates effective engagement, representation, and participation of the two constituencies in GF processes, and enhances their capacity to shape GF policies and processes. It also ensures that Africa's voice is enhanced to influence Global Health policy decisions.

In the last couple of years, the African representation in the Global Fund Committees and Board has focused, in addition to the three diseases, on investment in resilient and sustainable systems for health, sustainability of the results, local manufacturing of health commodities, and improved grant implementation in fragile countries called Challenging Operating Environment (COE) in the Global Fund language. Many important decisions have been made in the Global Fund governance platforms that reflect the priorities of African representatives. Examples are increased catalytic funding for resilient and sustainable systems for health (RSSH), flexibilities in the allocation letters for RSSH, attention on COE countries, and extension of time for C19RM grant implementation, among others. African constituencies also requested and obtained from the Office of the Inspector General that it conduct an advisory on the Additional Safeguard Policy implementation.

Africa Centres for Diseases Control and Prevention Headquarters
16/17 Nefas Silk Lafto, Addis Ababa, Ethiopia

OFFICE: +251-115571649 | FAX: +251-115571641 |

WEB: africabureau.org | TWITTER: [@acb4gf](https://twitter.com/acb4gf) | info@africanconstituency.org



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Meanwhile, the Sahel region in WCA is the theatre of coups and political leadership changes with bilateral support changes that may affect grant operations and implementation in those countries. In addition, the spread of insecurity and population movements in neighbouring

countries may affect grant implementation in those countries.

In view of the context and the resource constraints, the ACB would like to focus the CBLN on exchanging experience among some Sahel countries which are all under COE and additional Safeguard Policy and six of non-COE countries from the West and Central Africa constituencies under none of these policies.

This meeting, funded mainly by L'Initiative comes at an auspicious time considering the current Global Fund cycle which is coming to an end and the grant-making for the next one is finished or well underway.

2. OBJECTIVES

Specifically, the 2023 WCA Meeting aim to discuss, strategically:

1. the sustainability of the Global Fund grants results including domestic resources mobilization for health and government co-financing for the next cycle
2. Implementation of RSSH grants and activities including the alignment of C19RM and Pandemic Preparedness Fund resources
3. Experience and lessons learned in :
 - o Preventing HTM and providing care for people living with or affected by the diseases in the region in COE and non-COE countries
 - o Addressing governance, coordination, and leadership issues in implementing and overseeing the Global Fund grants (including Country Coordinating Mechanisms).

3. SCOPE OF WORK

Under the Head-Policy, Research And Country Support's guidance, the rapporteur will effectively capture the meeting proceedings. The rapporteur will take notes via his or her preferred method and then produce an accurate written report of the proceedings based on an agreed pre-set template and format.



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Before the event

- Become familiar with all materials that are relevant to the event
- Meet with ACB staff before the event to go over any specific instructions for that event

During the event

- Capture in whatever format (e.g., handwritten notes, typed notes, recorded messages, photographs, handouts, and presentations) all pertinent information for each presentation
- Present an accurate summary of the discussion, (avoiding bullet points) highlighting any conclusions, recommendations, or next steps.
- Documents list of speakers/participants and their respective functions, emails, phone numbers, etc.

After the event

- Prepare a summary report using the format provided, highlighting the conference's main topics, objectives, and themes and summarizing the event's key outcomes, including suggested follow-up
- Submit a final, formatted summary report in word format to the Head-Policy, Research And Country Support's within two weeks of the event.

4. DELIVERABLES

The rapporteur shall submit a well-synthesized report of the meeting.



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5. REQUIRED SKILLS/ COMPETENCIES / EXPERIENCE

He/she should have:

- Bachelor's degree or equivalent in mass communication, health communication, developmental communication, journalism, public health, or related discipline.
- Minimum three to five years in writing, editing and proofreading technical documents on various topics and sectors.
- Minimum three to five years of professional experience in proceedings/ reporting and rapporteur services at an international and national conference/forum/seminar (please provide evidence/ records/references).
- Knowledge of public health/ familiarity with the Global Fund's work around HIV, TB and Malaria in Sub Saharan Africa will be an asset

Functional competencies:

- Excellent organizational skills.
- Strong analytical, writing, and communication skills.
- Ability to prepare and deliver reports and presentations promptly.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.

Language:

- Excellent oral and written English
- Working knowledge of French is an added advantage

6. CRITERIA FOR SELECTING THE BEST OFFER

Selection of the successful firm/individual will be based on quality-cost considerations and proposals will be evaluated as follows:

- Technical Proposal: 70%
- Financial Proposal: 30%



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Evaluation of Technical Proposal

	Evaluation Criteria	Score
	Experience in providing rapporteur service in national/ international conferences	70%
	Academic Qualifications	10%
	Knowledge of public health/ familiarity with Global Fund	20%
	Total	100%

7. APPLICATION PROCEDURE

Individuals or firms who meet the above requirements are encouraged to apply and share the following:

- A technical proposal that includes an updated capability statement (for firms) or a CV (for individuals); including writing samples and,
- A financial proposal that indicates all-inclusive fixed costs in USD, supported by a breakdown of costs where appropriate.

Submissions should be addressed to "Finance and Administration Manager" and sent to

awel.mezgebe@africabureau.org Cc anyobe@africabureau.org not later than December 5, 2023 at 12.00 pm Addis Ababa Time.